

12/2024

CAROLINE

ADMINISTRATION NEWSLETTER



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386



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Dear colleagues,



We are currently in the middle of the beautiful and contemplative pre-Christmas period, which is why I would like to take this opportunity to send you my best Christmas greetings with this issue.

This has been an eventful year for me – with some highlights while still Kanzler in Duisburg-Essen, and then moving to Heidelberg and starting the new position here at the university. I already associate my time in Heidelberg with many positive, interesting impressions and appreciative conversations.

With the decision on the Excellence Strategy and many other important events coming up, 2025 promises to be an exciting new year at the university. Personally, I am looking forward to being able to tackle the upcoming projects with you. We can only wish peaceful times for everybody in the world and stable political circumstances.

In the last Caroline for this year you will find, among other things, the first initiatives in the field of digitalization, important information about end-of-year deadlines for payments and the latest developments and offerings from your university administration.

I wish you a happy Christmas and an enjoyable festive season.

Jens Andreas Meinen, Kanzler

KANZLER

Jens Andreas Meinen



New personal assistant of the Kanzler

Since 15 November 2024, Lisa Langbein has given valuable support in the office of the Kanzler as his personal assistant. Before that, she worked for several years at the University Hospital, most recently coordinating a neuro-oncological collaborative research center. During this time, Ms Langbein completed a part-time Master's program specializing in science management at the German University of Administrative Sciences in Speyer. She also has several years of commercial experience from previous posts in the field of finance.

In her function as personal assistant, Ms Langbein is an important contact for all areas of administration, as well as research and teaching. Here she will focus on coordination and communication in the strategic administrative environment of the Kanzler and also of the non-centralized facilities.

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Digitalisation of the university administration

Even though the first 100 working days in the new Kanzler's term of office are not yet over, progressive structures for work and guidance have already been implemented. On many occasions, the Kanzler has been able to underline that the topic of digital transformation will be a priority of his term in office. So that the administration can tackle this important cross-disciplinary issue for the university in a structured and uniform manner, a steering committee has been established, consisting of the Executive Director of the University Computing Center and CIO, the Vice-Rector for Research and Digitalization, and the Kanzler. The body is backed up by experts in the Computing Center and the Digital Transformation Manager in the Rectorate. Specialist staff in the Kanzler's office deal with organization, coordination and operations.

For the university administration, the existing and planned areas of digitalisation could be consolidated in advance. Based on this, synergies and interdependencies that are relevant for project processing were analyzed. As the first cross-university project, planning is underway in terms of timing and operations to introduce central identity management (IdM), which will serve as a central interface for follow-up projects. A declared aim is likewise to draw up a roadmap for administrative digitalization along with binding project standards – also regarding a communication strategy and the user perspective.

heiCO I Expansion

While continuing to adjust and expand the system, the heiCO operations and development team is currently focusing on fine-tuning the Campus Management System in accordance with the individual needs of specific subjects or faculties, as they arise. In addition, the team is working on implementing new statutory requirements such as the additional subject in the Master of Education course.

Concerning the integration of the central research institutions, the first instalment of requirement surveys has been sent to a large number of these units. Priority goes to including lectures and seminars in the course catalogue provided by heiCO. Furthermore, this target group will be offered (more) training sessions on how to enter courses and the related registration procedure, as well as on room and resource management in heiCO.

With respect to support for Heidelberg doctoral candidates, a process to include the requirements has likewise been started with the goal of further agreements. Replacing processes

Stabsstelle Heidelberg Campus Online (heiCO)

Head
Jessica Rink

Stabsstelle Heidelberg Campus Online (heiCO)

Head
Jessica Rink

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Birgit Kramer

still found and running in LSF will be systematically planned and implemented on the basis of short- and long-term planning.

For further current information

- www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online

New Higher Education Act (LHG)

The 5th Higher Education Amendment Act took effect on 23 November 2024. The main point of the amendments in article 1 of the State Higher Education Act (LHG) is the expansion of the Duale Hochschule Baden-Württemberg, which is receiving a new organizational structure. Moreover, there are also changes in a large number of provisions that are of relevance to other higher education institutions in Baden-Württemberg, particularly the state's universities.

Innovations have, for example, been introduced in the context of appointment procedures. In future the plan is to drop the required advertising of vacancies and to simplify the procedure of filling 'program professorships' (e.g. Heisenberg professorships) and a divergent procedure for what are called 'top' appointments. In these cases, the appointment can under certain circumstances be expressed solely by the Rector, together with the Deans responsible; the approval of the Ministry of Science, Research and the Arts (MWK) is not necessary.

Joint appointments will also be possible in future on the "Thüringen model", according to which a corporation-law membership of the person being appointed is justified without an employment contract.

Further information about the LHG amendments for universities in Baden-Württemberg

- www.uni-heidelberg.de/en/institutions/university-administration/division-1-law-and-committees/legal-affairs/higher-education-law

Current student figures in 2024/25 winter semester

Heidelberg University is pleased to report a positive trend in student numbers. Around 31,300 people are currently studying at the university, of which a total of 6,141 are newly enrolled at Heidelberg University.

Student statistics for the winter semester 24/25

- www.uni-heidelberg.de/de/universitaet/daten-fakten/studierende-wissenschaftlicher-nachwuchs/studierendenstatistiken



New High-performance Sports Officer

Since October 2024, Kathrin Igel has been the new High-performance Sports Officer at Heidelberg University. In the context of the Elite Sports Scholarship Rhine-Neckar Metropolitan Region, she supports the top student athletes with their challenge of combining studies and doing top-class sport as a "dual career". Since there are particular demands on high-performance sportspersons through their training and their competitions, Kathrin Igel supplies organizational support in the field of academic work through information and advice, liaising when necessary between the athletes and the university authorities.

Kathrin Igel can look back on a long career in artistic cycling and most recently managed the center of the national rhythmic gymnastics team. Today she supports sports clubs and associations in restructuring processes and as a professional consultant actively assists the

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Birgit Kramer

Child Protection League Baden-Württemberg in developing and implementing safeguarding strategies.

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Top-class sport scholarship at Heidelberg University

Heidelberg University was able to successfully grant 16 new scholarships to top-class student athletes and, in addition, to extend 36 ongoing student grants. That makes a current total of 52 top-class sports scholarship-holders receiving support from Heidelberg University. The scholarships were awarded at the welcome ceremony for new scholarship-holders.

In order to recognize and highlight their particular achievement, we would like to mention some of the many hard-working and committed scholarship-holders: Lennart Sass, a law student, is taking his final exams soon and won the bronze medal for judo at the Paralympics in Paris a few months ago. With Lena Stemper, Marie Höfler and Celia Hohenadel, we have three internationally successful fencers all studying dentistry. Tabea Botthof, who studies medicine, is the goalkeeper of the national ice hockey team. All the athletes engage in a type of sport organized by the German Olympic Sports Confederation (DOSB) and belong to a national or international squad.

Further information on the top-class sports scholarship

■ <https://en.spitzensport-stipendium.de>

Study Information Day

This year's Student Information Day took place on 20 November 2024. On this date set by the Baden-Württemberg Ministry of Science, Research and the Arts (MWK), school students had the opportunity to visit universities to find out about study opportunities in Baden-Württemberg.

The event, primarily organized by the Central Student Advisory Office and conducted in cooperation with the subjects, offered a full program with over 150 talks, information events and campus tours. With around 5,500 visitors on site and about 1000 participants online, the number of people taking part was higher than in previous years and so it was a great success.

Save the date

The next information day will take place on 19 November 2025. Next year's event will also have a similar programme and schedule. For organizational reasons, some of the university's premises will have to be taken over on this day. Unfortunately, this will then entail inconveniences for teaching in the rooms involved on this one day. In order to ensure sufficient planning time to find alternative options, the lecture hall administration will proactively contact those affected at an early stage.

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■ www.uni-heidelberg.de/en/institutions/university-administration/division-2-student-affairs-and-teaching/central-student-advisory-office-and-career-service

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Birgit Kramer

Successful grant application from the MWK program line "Motivate, interest, experience: Appealing to school students in the MINT field"

Heidelberg University has successfully acquired a grant of €497,100 with the **phaenoMIN-Tal project**. The grant application was jointly devised by Prof. Hertel, Vice-Rector for Student Affairs and Teaching, the Central Student Advisory Office and all the MINT (maths, informatics, natural sciences, technology) subjects.

Over a period of five years, measures will be developed to get young people interested in MINT subjects in an age-appropriate and target group-specific way and to make these experiences tangible. Plans include creating targeted social-media content, highlighting existing opportunities and boosting cooperation with schools and other research and educational institutions.

The Central Student Advisory Office is the lead partner for the project.

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Federal Conference of heads of student administrations

From 6 to 8 November 2024, the conference bringing together heads of student administrations at German universities took place at Heidelberg University. It was organized by the Division of Student Affairs and Teaching. Over 180 participants were welcomed by the Kanzler of the university, Jens Andreas Meinen, and then had the opportunity to hear lectures on the main topics of artificial intelligence in administration, current developments in student selection and innovations by the Foundation for University Admission.

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Surface area budgeting

Regarding the implementation of surface area budgeting in the university's budgetary units, the Rectorate has – after an internal university coordination process – decided to apply a cap of 0.15 percent of the global budget to budgeting in 2025. That way, the strain on budgets will turn out to be less than originally planned. The institution-related area balance sheets will, however, continue to be calculated on the basis of the surface area factors that were adapted to the new requirements of the energy and climate-friendly policy for state properties Baden-Württemberg in 2024, in order to make a greater contribution to sustainable economic and climate action.

Further information on surface area budgeting

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/flaechenbudgetierung/index.html

CAFM | Facility Management System at Heidelberg University

Back in 2021 the Computer-Aided Facility Management (CAFM) was introduced as a central system to manage university buildings and it has since been continually expanded. CAFM is the leading platform for facility operations. It allows for the search and retrieval of information, for example about floor plans, rooms and the responsible contact persons. Furthermore, by means of a ticket system people can report issues regarding cleaning, waste disposal, maintenance and needs for space.

The system can be accessed by all members of the university using their UNI-ID within the university network.

For access to the CAFM system and further information

■ www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/cafm/index.html

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Building activities | Restrictions at the "Im Neuenheimer Feld" site

Research and teaching need space and hence suitable buildings for teaching, studying and doing research. In order to continue to guarantee the excellence of Heidelberg University in these fields, too, future-proof building and development planning is needed. The resultant building activity entails unfortunately inconveniences and restrictions in the areas concerned. Consequently, the present building activity of the state of Baden-Württemberg, the university hospital and the university at the "Im Neuenheimer Feld" location is causing restrictions due to construction sites and equipment in many places. That is temporarily obstructing customary access routes and pathways. In order to guarantee maximum transparency and plannability, our division and the Mannheim and Heidelberg office of the state assets and construction company Vermögen und Bau Baden Württemberg issue annual overviews showing when building work is planned and in which areas. Required safety connections (e.g. access for fire brigade and ambulances) are fundamentally coordinated and guaranteed in the plans.

For information on current restrictions and overviews

- www.uni-heidelberg.de/universitaet/beschaefigte/service/bau/baumassnahmen/

Continuing education in the field of genetic engineering

The Biosafety Staff Unit is offering a training session on 19 and 20 March 2025 for project leaders and advisors on biological safety in the field of genetic engineering. The short course is a state-recognized event pursuant to § 28 GenTSV. It is free of charge for employees of Heidelberg University, Heidelberg University Hospital and Medical Faculty Mannheim.

For further information and the opportunity to register

- www.uni-heidelberg.de/gentechnikschulung

Important end-of year deadlines of Financial and Asset Accounting

Accounting for cash advances and cash acceptance centers

Cash receipts and cash acceptance centers can be settled up until 19 December 2024 at the central Service desk of the internal cash desk or the Neuenheimer Feld payment desk (ZNF). Amounts over €500 must be paid in separately at Sparkasse Heidelberg.

The internal cash desk and payment center at ZNF are available to you on Thursdays from 10 a.m. to 12 noon, up to and including 19 December 2024. The service will reopen on 9 January 2025.

Scholarships

Owing to the New Year bank holiday, the transfer and payment of scholarships for January 2025 is not possible until 2 January 2025.

Rebookings

Should rebookings prove necessary for the 2024 financial year, they can still be undertaken up until 17 January 2025.

Assets

Where feedback is still outstanding from institutes/departments on specific assets among their fixed assets, they can still do so up to 31 January 2025. Then the following documents must be submitted to the asset accounting desk of Department 4. 3 – Financial Accounting and Payment Transactions:

- Asset accounting data sheets for invoices dated 1 January 2024 through 31 December 2024
- Inventory disposal orders for the assets disposed of in 2024 (e.g. technical equipment)
 - these must be submitted immediately after asset disposal, at the latest by the date mentioned above
- Asset accounting data sheets for the assets created themselves in 2024.

FINANCE DIVISION

Head
Tim Krützfeldt

FINANCE DIVISION

Head
Tim Krützfeldt

HUMAN RESOURCES DIVISION

Head
Colin Morgenthal

You can find further information and the names of contact persons in the October 2024 Newsletter

- www.uni-heidelberg.de/md/zuv/recht/senat/rsch.nr.17_2024-10-07.pdf

Workplace integration management program(BEM)

Spring 2024 saw the launching of the structured procedure for workplace integration management program (BEM) as a health-promotion service offer of the university administration.

BEM fulfills the purpose of, as far as possible, overcoming existing work incapacity, avoiding renewed work incapacity and keeping the job on a long-term basis. A BEM procedure must – pursuant to §167 SBX IX – be offered to all employees who have been incapacitated for over six weeks, either consecutively or with interruptions within 12 months (regardless of the calendar year). Participating in the BEM procedure is always voluntary for employees.

Everyone entitled to BEM will be written to personally by the BEM team of Department 5.3 – Personnel Development, as a central service. A regular requirement for this is also the contribution of the facilities, institutes and departments, as recording periods of work incapacity and ascertaining BEM entitlement take place locally in the respective business areas. A list of these BEM-entitled persons is drawn up monthly in these areas and actively forwarded to the BEM administrative assistance desk. For departments taking part in the electronic absence management system, the reporting process is simplified as the necessary reporting lists can be issued directly by the HIS program and transmitted to the BEM administrative assistant.

BEM administrative assistance for Personnel Development
Tel. + 49 6221 54-12581 und 12537
bem@uni-heidelberg.de

- www.uni-heidelberg.de/de/beschaefigte-in-wissenschaft-verwaltung-und-technik/attractive-rahmenbedingungen/betriebliches-eingliederungsmanagement

Central University Administration | end of year 2024/2025

The Central University Administration is closing over Christmas and New Year from 24 December 2024 to through 1 January 2025. The only exceptions from this closure period are areas in which maintaining operations is absolutely essential.

New conditions for the university JobTicket

The price rise for the Deutschlandticket as of 1 January 2025 also entails adjusting the subsidy for the university JobTicket. Instead of so far €24.50, the subsidy from 1 January 2025 will be €25, which must be taken into account directly when purchasing a Deutschlandticket. For university JobTicket holders, the adjustment and change will be made automatically.

All employees of the state of Baden-Württemberg continue to have the alternative option of receiving a monthly subsidy of €25 for the JobTicket BW via the State Office for Salaries and Pensions BW. This state subsidy will be disbursed with the current pay slips or salaries.

- www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/jobticket/

RESEARCH DIVISION

Head
Dr Frank Fischer

New coordination service for EU consortium projects in Department 6.2 – Heidelberg Research Service

The coordination of EU consortium projects offers researchers the opportunity to run international research initiatives on current scientific, social and technological challenges. At the same time, this role involves a lot of organizational efforts for the project leaders. In order to make the coordination of EU projects at Heidelberg University more attractive a new position has been created in Department 6.2 – Heidelberg Research Service – Advice and Project Administration. It will provide central support to the Heidelberg coordinators of EU collaborative projects, including with communication and organization in the consortium, project management and reporting to the European Union.

The new position, to be financed on a pro rata basis from EU project funding, is held by Dr Moritz Vogel, who has been substituting for a colleague on parental leave in the Research Division since April 2024. The first EU project involving the coordination service is "Molecular Strategies against Viral Entry and Glycan Shielding" (SHIELD), led by Prof. Christian Klein.

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For further information on the coordination service for collaborative projects

- www.uni-heidelberg.de/en/research/research-service/eu-funding/coordinator-support-for-eu-joint-research-projects

Information event on doctoral funding | DFG (i)GRKs and EU MSCA Doctoral Networks

On **21 January 2025**, the Rectorate of Heidelberg University and Heidelberg Research Service (HRS) are hosting an **information event on doctoral funding: DFG (i)GRKs and EU MSCA Doctoral Networks**. The event is taking place from 1:30 p.m. to 3 p.m. in the Senate Hall of the Old University and is intended for researchers of all disciplines interested in applying for DFG-funded (international) research training groups (GRKs) and EU-funded MSCA Doctoral Networks.

The event will give an overview of the funding program of the DFG and EU for structured doctoral training and offer participants guidance for their own grant initiatives.

Program overview:

- Presentation of **DFG** and **EU**-funded structured doctoral programs
- Support programs **Heidelberg Research Service** and **Graduate Academy**
- **Panel discussion with experts**

The number of participants is limited. If you are interested, please register for the event as soon as possible via the internal educational program.

- [https://adb.zuv.uni-heidelberg.de/info/INFO_FDB\\$.startup?MODUL=KURS&M1=1&M2=0&M3=0&PRO=53516&MODUS=](https://adb.zuv.uni-heidelberg.de/info/INFO_FDB$.startup?MODUL=KURS&M1=1&M2=0&M3=0&PRO=53516&MODUS=)

RESEARCH DIVISION

Head
Dr Frank Fischer

hei_INNOVATION | Call for interest in Ideas Competition

The hei_INNOVATION Ideas Competition offers members of Heidelberg University the opportunity to present and advance their own innovative ideas and research results with potential for change or utilization. The ideas and models that are wanted for selection will make a contribution to resolving economic, environmental and social challenges of our time. Every idea submitted will be checked for its potential impact in the three categories "Health and Future Technologies", "Social Innovation" and "Sustainability and Smart Living".

Participants in the Ideas Competition can win a prize money of up to **€2,000**. In addition, they will receive expert feedback on their ideas by hei_INNOVATION and an external jury. Furthermore, they are welcome to consult the advisory service of hei_INNOVATION team to take their own idea further. The best ideas will be presented and honored at Heidelberg University's IMPACT DAY 2025.

Applications can be submitted by individuals or teams by **31 March 2025**.

Participants may be students, doctoral candidates, staff and researchers at the university, including the medical faculties, along with alumni (up to three years after graduation).

■ www.uni-heidelberg.de/en/transfer/heiinnovation/ideas-competition-2025

Imprint

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